

Herndon Parks and Recreation Department Summer Preschool Play Camp 2015

Dear Parents & Families,

Welcome to Summer Preschool Play Camp! We are very excited to have your child join us for a summer of fun. Our parents' meeting for all morning and afternoon sessions will be held on **Wednesday, June 15th** at **6:30pm** at the Herndon Community Center. The meeting should last approximately one hour. Below you will find some useful information to help make your child's camp experience a successful one.

Pick-up / Drop-off

Campers meet daily (except for July 4th) at the Herndon Community Center from 9:30am until 12pm for the morning session and 1:00pm until 3:30pm for the afternoon session. The full day program is held 9:00am-4:00pm. Each day of camp parents are responsible for dropping off and picking up their child directly in the Preschool room. A late fee will be charged after a wait time of fifteen minutes. If a child is going to be picked up by anyone other than those authorized, the camp director must be notified in writing by the parent in advance.

What to wear & bring

Your child should be dressed in comfortable clothing and tennis shoes or other closed toe shoes (NO SANDALS, CROCS, or FLIP FLOPS). Although we will make every effort to keep paint and other craft materials off the children, it occasionally happens. Please do not send your child in his or her best clothing. A backpack is recommended for each child. A change of clothes, underwear, and socks should be packed. Please be sure that the backpack and each item inside are labeled with your child's name. Please have your child refrain from bringing any toys from home.

Every Friday is sprinkler (morning) or swim (afternoon) day! Please have your child wear his or her swimming suit underneath his or her clothing that day. Children should have a clearly labeled towel (which they will recognize) and underwear inside their backpack. Parent volunteers are needed for swim sessions. A volunteer form will be sent home the first day of each camp session.

Full Day Camp

If your child is enrolled in the full day camp you will need to provide a lunch and snack daily. You also have the opportunity to enroll your child in free swim lessons to be held during program hours. If you do enroll your child you will receive further information. The swim lessons will be held M-TH and you will need to pack a swim suit and towel.

Healthy Snack

Each day your child will enjoy a snack supplied by a parent. Please let us know of any food restrictions or allergies. Snack sign-up sheets will be available at the parent meeting and in the preschool room the first day of each session.

A snack sign-up reminder will be sent home with your child a few days before your assigned date. When you are responsible for bringing the snack, please provide all of the following, enough for 15 children (could be less pending enrollment):

- Fruits or vegetables (cut apples, oranges, bananas, strawberries, cantaloupe, bananas, carrots, celery, cucumbers, tomatoes)
- Crackers, goldfish, pretzels or other healthy snacks
- Napkins, plates, water or 100% juice

No nuts, nut oils, or nut products (peanuts, hazelnuts, almonds, etc). Please check the product labels carefully on packaged products to make sure they do not contain these ingredients. If you have any questions about the snack, please ask one of the teachers.

Forms

The following forms must be completed and turned in at the Parents' meeting or no later than the first day of each new camp session. If your child is joining us for several sessions, these forms only need to be completed once. We must have all forms on file or per the requirements of our child day care license; your child cannot attend camp!

- HEALTH AND IMMUNIZATION RECORD (requires physical examination and immunization records)
- MEDICATION CONSENT (only if taking medication during camp hours) All medications need to be clearly marked with your child's full name, doctor's order and instruction, dosage.
- EMERGENCY CARE FORM
- PLAYCAMP FORMS (several forms combined into one document)
- ALL ABOUT ME

Thank you,

Kimmie Alcorn
Recreation Services Supervisor
kimmie.alcorn@herndon-va.gov
(703) 435-6800 x2119

